



## 602.12AP Fundraising by Schools and Outside Groups

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### LEGAL REFERENCE:

- *Education Act* Sections 33, 52, 53, 55, 68, 197, 222, 256
- Charitable Fundraising Act
- Gaming and Liquor Act
- Income Tax Act
- Public Contributions Act
- School Councils Regulation 94/201

### CROSS REFERENCE:

- [602BP Financial Matters](#)
- [602.12AP Exhibit 1 Financial Accounting Statement](#)
- [602.12AP Exhibit 2 Financial Accounting Calculation Sheet](#)
- [602.13AP School Generated Funds](#)

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While the school division recognizes the obligation to provide funds to meet the basic costs of the educational needs of students, the division also recognizes that some schools and school support groups may wish to enhance these educational offerings and engage in fundraising for this purpose. Fundraising activities must be compatible with the best interests of students, school staff and community.

Schools should ensure that fundraising activities are only for enhancements or extras (beyond what is required for a student to successfully complete school) that parents and staff want for their schools. School jurisdictions may not fundraise for instructional services or basic instructional needs for ECS-Grade 12.

### PROCEDURES:

1. Decisions on fundraising activities and the expenditure of fundraised dollars would be made in consultation with school principals, staff, students, school councils and parents. Parents must be

informed as to what the funds will be spent on prior to the fundraiser.

- 1.1 The Superintendent, at their sole discretion, reserves the right to disallow or discontinue any fundraising activity that he/she believes to be contrary to the spirit and intent of this administrative procedure, or that the Superintendent considers otherwise undesirable.

### **Fundraising by Schools**

2. Acceptable forms of fund raising include:
  - 2.1 Lotteries, raffles or gaming events approved by the Alberta Gaming, Liquor and Cannabis Regulation, *Gaming Licenses, Sections 19 and 20.*
  - 2.2 Sale of usable products; or
  - 2.3 Provision of worthwhile services.
  - 2.4 Any fundraising activities that are not identified above must have prior approval from the Board.
3. All funds raised shall be used in accordance with Alberta Education regulations.
4. All fundraising activities shall be authorized in advance by the principal, having in mind community impact and perceptions. The purpose of the fundraising activities and the intended use(s) shall be made known to students and parents and the organizers of the fundraising activity shall not depart from that purpose.
  - 4.1 The Principal shall inform the Secretary Treasurer of any grants or fundraising for projects valued at \$5000.00 or greater.
  - 4.2 The principal shall be held accountable for ensuring that proper controls are established for the fundraising activity, the revenue generated and ensure that the funds are accounted for in a manner consistent with BTPS policies and procedures (subject to audit).
5. Participation in fundraising activities should be voluntary.
6. Parents should approve of student participation in fundraising activities. Students will not be put at risk in participating in fundraising activities.

### **Fundraising by Outside Groups**

7. Any group or organization leading a fundraising drive for or on behalf of a school, including using the school's name, must have the Principal's approval for all fundraising activities, including those activities that involve the school, students, or staff.
  - 7.1 If the group has not received Principal's authorization, the group will be asked to cease activity immediately and to inform any that have contributed that the fundraising is not for the benefit of the school.
  - 7.2 Any concerns on the collection or disbursement of fundraising for or on behalf of the school shall be reported to the Secretary Treasurer, who may report concerns to the RCMP for investigation.
  - 7.3 The Principal is to be an ex officio member of the fundraising society where the name of the school is being used and is to be consulted when fundraising activities are done by other fundraising groups for the school.
8. Principals may seek the advice and collaboration of the School Council on fundraising activities in the school.
9. Any group or organization separate from the Division is accountable for fundraising in support of schools and is responsible for the accounting of all revenues and expenditures.

10. Where fundraising is done, and the group fundraising is not a registered society or charitable organization, the accounting and dollars from the fundraising must be done through the school. The Principal shall ensure that receipt of funds and disbursements are subject to appropriate accounting standards consistent with school generated funds controls.
11. Principals may from time-to-time give approval for organizations of charitable or service nature to conduct fundraising activities within or through the school. Examples of there are:
  - 11.1 Collecting funds for UNICEF (United Nations Children’s Fund) at Halloween.
  - 11.2 Receiving contributions for the Canadian Legion Poppy Fund prior to Remembrance Day.
  - 11.3 Collecting funds, food, toys etc., in conjunction with local organizations such as the Christmas Bureau.
12. When a fundraising group is applying for a grant, such as Community Initiative Programs for community organizations that are not registered:
  - 12.1 The Board will apply on their behalf and act as an agent for the fundraising group.
  - 12.2 The Board takes full legal and financial responsibility for the grant funds approved.
13. The Principal shall inform the Secretary Treasurer of any grants of fundraising for projects valued at \$5000.00 or greater.
14. All materials and equipment purchased for schools through all fundraising endeavors shall become the property of the school and the Division.